



SQ14 OPERATING INSTRUCTION 07-04
1 DECEMBER 2007
Finance
Unit Credit Card

This instruction establishes unit policy for the use of the credit card issued to Sacramento Composite Squadron 14 in accordance with the Wing Banker Program.

Personnel authorized to use the unit Credit Card are:

- Commander
- Deputy Commander for Seniors
- Deputy Commander for Cadets
- Others as designated by the Commander in writing

The unit credit card is intended to provide an alternative means of paying for minor purchases where immediate payment is expected by the vendor. It is a way to replace or supplement the use of member personal funds followed by a reimbursement request through the Wing Banker program. Some examples of valid uses include miscellaneous office supplies (copier repairs and supplies, printer toner, paper towels, cleaning supplies, postage stamps, etc) and other similar expense needed to operate the unit.

The unit Credit Card may not be used for:

- Any one purchase or cumulative purchases that would exceed \$500 in any one billing cycle
- Cumulative purchases which would exceed the funds available in the unit General Account
- Aircraft related expenses, mission related expenses or flying of any kind
- Routine recurring expenses
- Personal use

Purchases exceeding \$250 must be approved in advance by the unit Finance Committee. Minutes of any meeting or email in which such an expense is approved must be retained in the Finance files and a copy attached to the CAWG Form 5.

Receipts for credit card purchases must be presented to the unit Finance Officer (FM) or Assistant Finance Officer within two weeks of the purchase date. The FM will make copies of the receipts and file them under the appropriate categories. The FM will fill out a CAWG Form 5 to report the credit card usage to CAWG/FM at the end of each month.

Non-compliance with this policy or misuse of the unit credit card may lead to loss of unit credit card privileges and/or other disciplinary action deemed appropriate by the Commander up to and including membership termination.

A handwritten signature in black ink, appearing to read "John R. Aylesworth", is positioned above the printed name and title of the Commander.

JOHN R. AYLESWORTH, Lt Col, CAP
Commander

Certified 11 Feb 09 by 1st Lt Walter G. Pettit, FM